

**BY ORDER OF THE COMMANDER
14TH FLYING TRAINING WING (AETC)**



AIR FORCE INSTRUCTION 36-2502

**COLUMBUS AIR FORCE BASE
Supplement**

21 FEBRUARY 2013

Personnel

**AIRMAN PROMOTION/DEMOTION
PROGRAMS**

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SUMMARY OF CHANGES

This publication makes changes to referenced material and attachments. In the absence of other directives, this publication will be used as the authority having jurisdiction.

2.2.2.2. **(Added)** The Wing Commander is the convening authority for the Senior Airman (SrA) Below-the- Zone (BTZ) promotion process. He or she formally approves/disapproves selection board recommendations and may elect not to use the full quota of promotions.

2.2.2.3. **(Added)** The Command Chief Master Sergeant (CCM) provides program direction and guidance, to include coordinating on all correspondence/information on the program. The CCM coordinates with the Military Personnel Section (MPS), Career Development Section, on scheduling BTZ board time and date, and selects individuals to serve on the selection board no later than (NLT) two weeks prior to board date. The board will consist of five personnel: the board president and four members. The CCM will be the board president or, in the absence of the CCM, one of the Group Superintendents as determined by the CCM. Board members will be the superintendents of the Operations Group (OG), Mission Support Group (MSG), Medical Group (MDG), and Wing Staff Agencies (WSA). In the absence of any of the Group Superintendents, another CMSgt (or SNCO if no CMSgt available) from the affected group may be substituted.

2.2.2.4. **(Added)** The MPS determines the base-wide quota distribution with a 15 percent selection rate each cycle. The MPS Superintendent approves the distribution. For supplemental BTZ promotion to SrA, the MPS forwards a request by message to HQ AFPC/DPSOE for those not previously considered.

2.3. MPS Identify Eligibles:

2.3.1.8. **(Added)** MPS will coordinate with the CCM by the second week of January, April, July and October, on the number of promotion quotas, which units earn their own promotion quotas, and when and where the base central selection board shall take place. The central selection board will normally convene on/about the 18th day of the third month of each quarter, i.e., March, June, September and December.

2.3.1.9. **(Added)** Determine if large units (with seven or more eligible) will receive quotas and make selections at unit level, and if so, will provide any affected units with quota(s).

2.3.1.10. **(Added)** Two months prior to the board, distribute BTZ unit eligibility rosters and notify squadrons of the number of promotion quotas to be considered by the central selection board.

2.3.1.11. **(Added)** Collect eligibility rosters from squadrons two weeks prior to board.

2.3.1.12. **(Added)** Notify squadrons of the date, time and place of the board at least two weeks in advance of the board.

2.3.1.13. **(Added)** Suspend units to forward completed nomination packages on each nominee to arrive at the MPS two weeks prior to board convening.

2.3.1.14. **(Added)** As soon as possible after suspense date, determine if all nominees can meet the board. Coordinate findings with the CCM and nominating units. If one or more nominees cannot meet the board, a records-only board will be held.

2.3.2.3. **(Added)** One week prior to the board, 14 FSS/FSMPD will prepare a nomination folder on each nominee to include a BTZ RIP, copies of all decoration citations, Individual Fitness Assessment History and the AF IMT 1206, *Nomination for Award* limited to 18 lines, including the headings.

2.3.2.4. **(Added)** Prepare the BTZ Projected Date of Rank Roster IAW Attachment 2, BTZ Score Sheet IAW Attachment 3, BTZ Summary Sheet IAW Attachment 4, and Unit BTZ Board Results Memorandum IAW Attachment 5.

2.3.2.5. **(Added)** Coordinate changes as necessary with the CCM and nominating units.

2.3.2.6. **(Added)** Project BTZ promotion in the Military Personnel Data System upon receipt of the board results.

2.3.2.7. **(Added)** Destroy nomination folders when no longer needed.

2.3.3. **(Added)** Command Chief Master Sergeant:

2.3.3.

1. **(Added)** Serve as the Central Selection Board President.

2.3.3.2. **(Added)** Votes only in the event of a tie.

2.3.3.3. **(Added)** Prepare a report based on the findings for approval by the Wing Commander. Include a list of all nominees considered, ranked by highest to lowest score. This allows alternates to be identified should selectees become ineligible for promotion.

2.3.4. **(Added)** Squadron Commanders:

2.3.4.1. **(Added)** Will use the unit eligibility list to identify nominees for BTZ promotion consideration. An appropriate evaluation process should be used to determine nominees: unit boards, records review, supervisor or first sergeant recommendation, etc.

2.3.4.2. **(Added)** Will consider all individuals meeting time in service (TIS) and time in grade (TIG) requirements, even if they are TDY, on leave, or have a report not later than date (RNLTD) on or after the first day of the first month (i.e., Jan, Apr, Jul and Oct) for the quarter selections. Coordinate any availability issue through the CCM office.

2.3.4.3. **(Added)** Review each Airman's EPR(s), their personnel record via the Records Review Listing (RRL), and personnel information file (PIF). Discuss the consideration with supervisor and chain of command before making a BTZ decision, to include if the Airman will meet a unit or base central selection board. Underline the name of their nominee(s) on the unit eligibility list, identify if the nominee(s) will physically be available to meet the central selection board, sign the listing and return it to the MPS by the suspense date.

2.3.4.4. **(Added)** Ensures an AF IMT 1206, *Nomination for Award*, is prepared on each nominee. Use the following headings in the body of the nomination: Leadership and Performance of Primary Duty; Significant Self-Improvement; and Base and Community Involvement. Limit write-up to 18 lines, including headings. The write-up should cover accomplishments that occurred prior to the suspense date of nomination packages to the MPS. Use bullet format with thorough, but succinct statements.

2.3.4.5. **(Added)** Will ensure selection process procedures identified in Section 2.2 are utilized for a unit BTZ board.

2.3.5. **(Added)** First Sergeants:

2.3.5.1. **(Added)** Inform each eligible individual on Part I and Part II of the unit listing to review their RRL via vMPF to verify all data is accurate and complete. Instruct individuals they

must correct any erroneous data prior to the board convening. Only instruct individuals on Part III of the unit listing to review their RRL if during review it is found the ineligible condition is invalid and the member later becomes eligible.

2.3.5.2. **(Added)** Submit 5 copies of all decoration citations, Individual Fitness Assessment History and the AF IMT 1206, *Nomination for Award*, to 14 FSS/FSMPD NLT established suspense date.

2.4.1.3. **(Added)** The board president will determine if nominees will physically meet the central selection board or there will be a records-only board. A records-only board should be considered when any nominee has PCS'd, will be TDY, deployed, emergency leave, quarters or hospitalized on the date of the central selection board.

2.4.1.4. **(Added)** If a unit meets the requirements for a unit board, the board president will be the squadron superintendent.

2.4.1.5. **(Added)** The board president will notify each board member of any changes to the date, time and type of board. He or she will also ensure the fair and equal consideration of each nominee.

2.4.1.5. **(Added)** Selection is based on the "whole person" scoring of the AF IMT 1206, *Nomination for Award*, decoration citations, and the BTZ RIP using a 6- to 10-point scale in .5 increments. This score will be used by individual board members to provide an order of merit, 1 through XX to the board president. Individual board members must break all ties to develop a clear order of merit. Be mindful that a well-rounded, top performer must have participated in Significant Self-Improvement and Base and Community Involvement.

2.4.1.5. **(Added)** Uniform for all board members and nominees is the Service Dress Uniform (Class A).

2.4.1.6. **(Added)** Question Structure: Questions will consist of fact-based opinionated answers (e.g., What is the Air Force Policy on tongue splitting? How do you feel about the policy?)

2.4.1.7. **(Added)** Questions will come from the following areas:

2.4.1.7.1. **(Added)** Current Events.

2.4.1.7.2. **(Added)** AFPAM 36-2241, *Professional Development Guide*.

2.4.1.7.3. **(Added)** Chapter 11 – The Enlisted Evaluation System

2.4.1.7.4. **(Added)** Chapter 17 – Dress and Appearance

2.4.1.7.5. **(Added)** Chapter 18 – Fit Force

2.4.1.7.6. **(Added)** The board will identify alternate selectees as possible replacements in the event a primary selectee becomes ineligible before the promotion effective date.

2.4.1.7.7. **(Added)** The CCM will verify the report prepared by 14 FTW/CCEA prior to submission to the Wing Commander for approval and signature.

2.4.1.7.8. **(Added)** The unit selection board president will prepare the promotion memorandum (see Attachment 5) for the squadron commander's signature. The unit will forward the BTZ selection memorandum to the MPS for update prior to the promotion effective date.

2.4.1.7.9. **(Added)** The unit commander will notify the CCM and the Military Personnel Section, Career Development office, via a Non-recommendation Memorandum if a BTZ selectee becomes ineligible for promotion due to any quality force indicators (e.g., 2 or less EPR rating, referral EPR, or failed Fitness Assessment). This must be accomplished prior to, but NLT, the promotion effective date.

2.4.1.7.10. **(Added)** The MPS will remove a BTZ selectee from the list upon receipt of a Non-recommendation memorandum from a unit commander. The first alternate selectee will be promoted. If the first alternate selectee's BTZ Date of Rank (DOR) has past, they will receive the original BTZ DOR and effective date of the commander's approval. The MPS will assist the Airman in applying for a retroactive promotion effective date to HQ AFPC/DPSOE according to AFI 36-2502, paragraph 1.12.

JAMES R. SEARS, JR., Colonel, USAF
Commander, 14th Flying Training Wing

Attachment 1**GLOSSARY OR REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-35, *Military Promotion and Demotion*
AFMAN 36-363, *Management of Records*
AFI 36-2502, *Airman Promotion/Demotion Program*
Air Force Records Disposition Schedule (RDS)
AFPAM 36-2241, *Professional Development Guide*.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
AF IMT 1206, *Nomination for Award*

Acronyms and Abbreviations

AFI—Air Force Instruction

AFMAN—Air Force Manual

BTZ—Below-the-Zone

CCM—Command Chief Master Sergeant

DOR—Date of Rank

EPR—Enlisted Performance Report

IAW—In Accordance With

MDG—Medical Group

MSG—Mission Support Group

MPS—Military Personnel Section

NLT—No Later Than

OG—Operations Group

RDS—Records Disposition Schedule

RNLTD—Report No Later Than Date

RRL—Records Review Listing

TIG—Time in Grade

TIS—Time in Service

WSA—Wing Staff Agencies

Attachment 2

TABLE 1. PROJECTED DATE OF RANK ROSTER.

Grade/Name	Group	Projected Date of Rank
A1C Snuffy, John	Mission Support Group	6-Sep-11
A1C Doe, Jon	Operations Group	22-Jul-11
A1C Public, John	Medical Group	13-Aug-11
A1C Happy, Jane	Medical Group	4-Jul-11
A1C Twinkle, Jan	Mission Support Group	16-Aug-11
A1C Smurf, Jaen	Mission Support Group	25-Jul-11
A1C Dewy, Jane	Mission Support Group	18-Jul-11
A1C Lewey, Bob	Operations Group	2-Aug-11
A1C Huey, Rob	Mission Support Group	20-Sep-11
A1C Doc, Jim	Medical Group	6-Sep-11
A1C Scruffy, Tom	Medical Group	4-Jul-11
A1C Scrapper, Tina	Mission Support Group	18-Sep-11

Attachment 3

TABLE 2. BTZ BOARD MEMBER SHEET.

14th Flying Training Wing

Senior Airman Below-the-Zone

Board Member Score Sheet

Nominee Name/Group	Leadership & Job Performance	Significant Self- Improvement	Base & Community Involvement	1206 Total	Dress & Appearance	Communicati on Skills	Questions	Board Total	Board Total + 1206 Total	Order of Merit

Board Member Printed Name/Unit_____
Board Member Signature_____
Date

Note – Table can be adjusted for a larger number of nominees being considered.

Attachment 4

TABLE 3. BTZ BOARD PRESIDENT SUMMARY SHEET.

14th Flying Training Wing

Senior Airman Below-the-Zone

Board President Summary Sheet
(By Order of Merit)

	Nominee Name/Group	Nominee Name/Group	Nominee Name/Group	Nominee Name/Group
OG Board Member				
MSG Board Member				
MDG Board Member				
WSA Board Member				
Total				
Board President Score (In Case of Tie)				
Total				

Board President Printed Name/Unit_____
Board President Signature_____
Date

Note – Use additional summary sheets if a larger number of nominees are being considered.

Attachment 5**UNIT BTZ BOARD RESULT MEMORANDUM (WING LETTERHEAD)**

Date

MEMORANDUM FOR 14 FSS/FSMPD

FROM: <Unit>

SUBJECT: XX Quarter, <Year>, Senior Airman (SrA) Below-the-Zone (BTZ) Board

1. The XX Quarter SrA BTZ Board consisted of the following individuals:
 - a.
 - b.
 - c.
 - d.
 - e.
2. <Officer> administered the oath to the board members. <Board President> acted as the recorder on <date of the board>, had members sign same and then briefed members on scoring procedures, guideline specifics and general instructions.
3. The following individuals met the board. The names are in rank order according to the results of the board:

Rank/NameUnitRecommendation

4. The established guidelines gave the board the opportunity to recommend (#) individuals for SrA BTZ. After evaluating the nominees and their packages, it was confirmed by all members that <Names of top 3 nominees> would be recommended for SrA BTZ selection.
5. <Board President> reviewed the recommendation and all board members concurred. The board was dismissed at <time board dismissed>.
6. If you require further information concerning this matter, please contact me at extension <Commander's extension>.

<CC's Sig Block>